

Attachment 2

Wage Rate Determination

**Janitorial Service Contract
for**

The Greenville Spartanburg (GSP) Air Traffic Control Tower (ATCT)

WD 05-2479 (Rev.-15) was first posted on www.wdol.gov on 06/17/2011

REGISTER OF WAGE DETERMINATIONS UNDER	U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT	EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor	WAGE AND HOUR DIVISION
	WASHINGTON D.C. 20210

Diane C. Koplewski	Division of	Wage Determination No.: 2005-2479
Director	Wage Determinations	Revision No.: 15
		Date Of Revision: 06/13/2011

State: South Carolina

Area: South Carolina Counties of Abbeville, Anderson, Cherokee, Greenville, Greenwood, Laurens, Oconee, Pickens, Spartanburg, Union

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.84
01012 - Accounting Clerk II		14.41
01013 - Accounting Clerk III		16.63
01020 - Administrative Assistant		21.26
01040 - Court Reporter		18.89
01051 - Data Entry Operator I		11.90
01052 - Data Entry Operator II		12.98
01060 - Dispatcher, Motor Vehicle		18.84
01070 - Document Preparation Clerk		13.63
01090 - Duplicating Machine Operator		13.63
01111 - General Clerk I		12.45
01112 - General Clerk II		13.58
01113 - General Clerk III		15.25
01120 - Housing Referral Assistant		18.67
01141 - Messenger Courier		10.76
01191 - Order Clerk I		13.55
01192 - Order Clerk II		15.36
01261 - Personnel Assistant (Employment) I		15.00
01262 - Personnel Assistant (Employment) II		18.46
01263 - Personnel Assistant (Employment) III		19.90
01270 - Production Control Clerk		19.90
01280 - Receptionist		12.65
01290 - Rental Clerk		14.34
01300 - Scheduler, Maintenance		14.97
01311 - Secretary I		14.97
01312 - Secretary II		16.74
01313 - Secretary III		18.67
01320 - Service Order Dispatcher		15.40
01410 - Supply Technician		21.26
01420 - Survey Worker		17.81
01531 - Travel Clerk I		12.07
01532 - Travel Clerk II		12.84
01533 - Travel Clerk III		13.66
01611 - Word Processor I		13.20
01612 - Word Processor II		14.34
01613 - Word Processor III		16.22
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		20.12
05010 - Automotive Electrician		15.51
05040 - Automotive Glass Installer		16.09

05070 - Automotive Worker	14.59
05110 - Mobile Equipment Servicer	12.68
05130 - Motor Equipment Metal Mechanic	16.42
05160 - Motor Equipment Metal Worker	14.59
05190 - Motor Vehicle Mechanic	16.42
05220 - Motor Vehicle Mechanic Helper	11.75
05250 - Motor Vehicle Upholstery Worker	13.63
05280 - Motor Vehicle Wrecker	14.59
05310 - Painter, Automotive	15.51
05340 - Radiator Repair Specialist	14.59
05370 - Tire Repairer	11.57
05400 - Transmission Repair Specialist	16.42
07000 - Food Preparation And Service Occupations	
07010 - Baker	9.56
07041 - Cook I	9.50
07042 - Cook II	10.96
07070 - Dishwasher	8.07
07130 - Food Service Worker	8.57
07210 - Meat Cutter	12.94
07260 - Waiter/Waitress	8.04
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.22
09040 - Furniture Handler	10.69
09080 - Furniture Refinisher	16.82
09090 - Furniture Refinisher Helper	12.71
09110 - Furniture Repairer, Minor	14.73
09130 - Upholsterer	16.82
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.41
11060 - Elevator Operator	8.69
11090 - Gardener	13.51
11122 - Housekeeping Aide	8.69
11150 - Janitor	8.69
11210 - Laborer, Grounds Maintenance	10.74
11240 - Maid or Houseman	8.65
11260 - Pruner	9.70
11270 - Tractor Operator	12.77
11330 - Trail Maintenance Worker	10.74
11360 - Window Cleaner	9.61
12000 - Health Occupations	
12010 - Ambulance Driver	15.36
12011 - Breath Alcohol Technician	16.61
12012 - Certified Occupational Therapist Assistant	20.21
12015 - Certified Physical Therapist Assistant	21.60
12020 - Dental Assistant	14.42
12025 - Dental Hygienist	28.73
12030 - EKG Technician	23.29
12035 - Electroneurodiagnostic Technologist	23.29
12040 - Emergency Medical Technician	15.36
12071 - Licensed Practical Nurse I	15.42
12072 - Licensed Practical Nurse II	17.25
12073 - Licensed Practical Nurse III	19.23
12100 - Medical Assistant	13.85
12130 - Medical Laboratory Technician	16.26
12160 - Medical Record Clerk	12.58
12190 - Medical Record Technician	14.08
12195 - Medical Transcriptionist	14.81
12210 - Nuclear Medicine Technologist	34.18
12221 - Nursing Assistant I	9.68
12222 - Nursing Assistant II	10.89
12223 - Nursing Assistant III	11.88

12224 - Nursing Assistant IV	13.33
12235 - Optical Dispenser	14.15
12236 - Optical Technician	14.26
12250 - Pharmacy Technician	14.75
12280 - Phlebotomist	13.33
12305 - Radiologic Technologist	22.90
12311 - Registered Nurse I	25.94
12312 - Registered Nurse II	28.51
12313 - Registered Nurse II, Specialist	28.51
12314 - Registered Nurse III	34.49
12315 - Registered Nurse III, Anesthetist	34.49
12316 - Registered Nurse IV	41.33
12317 - Scheduler (Drug and Alcohol Testing)	20.58
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.72
13012 - Exhibits Specialist II	21.83
13013 - Exhibits Specialist III	27.86
13041 - Illustrator I	18.72
13042 - Illustrator II	21.83
13043 - Illustrator III	28.27
13047 - Librarian	25.61
13050 - Library Aide/Clerk	10.64
13054 - Library Information Technology Systems Administrator	23.12
13058 - Library Technician	13.34
13061 - Media Specialist I	16.16
13062 - Media Specialist II	18.06
13063 - Media Specialist III	20.15
13071 - Photographer I	16.27
13072 - Photographer II	18.20
13073 - Photographer III	22.00
13074 - Photographer IV	26.91
13075 - Photographer V	32.35
13110 - Video Teleconference Technician	15.76
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.10
14042 - Computer Operator II	18.01
14043 - Computer Operator III	20.08
14044 - Computer Operator IV	22.32
14045 - Computer Operator V	24.70
14071 - Computer Programmer I	20.71
14072 - Computer Programmer II	25.66
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	16.10
14160 - Personal Computer Support Technician	22.32
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.10
15020 - Aircrew Training Devices Instructor (Rated)	34.00
15030 - Air Crew Training Devices Instructor (Pilot)	40.74
15050 - Computer Based Training Specialist / Instructor	28.10
15060 - Educational Technologist	29.29
15070 - Flight Instructor (Pilot)	40.74
15080 - Graphic Artist	20.53
15090 - Technical Instructor	21.14
15095 - Technical Instructor/Course Developer	25.86
15110 - Test Proctor	17.05
15120 - Tutor	17.05

16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.76
16030 - Counter Attendant	8.76
16040 - Dry Cleaner	10.80
16070 - Finisher, Flatwork, Machine	8.76
16090 - Presser, Hand	8.76
16110 - Presser, Machine, Drycleaning	8.76
16130 - Presser, Machine, Shirts	8.76
16160 - Presser, Machine, Wearing Apparel, Laundry	8.76
16190 - Sewing Machine Operator	11.39
16220 - Tailor	12.13
16250 - Washer, Machine	9.46
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	17.63
19040 - Tool And Die Maker	21.79
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.75
21030 - Material Coordinator	19.18
21040 - Material Expediter	19.18
21050 - Material Handling Laborer	13.16
21071 - Order Filler	12.76
21080 - Production Line Worker (Food Processing)	14.75
21110 - Shipping Packer	13.84
21130 - Shipping/Receiving Clerk	13.84
21140 - Store Worker I	10.57
21150 - Stock Clerk	14.26
21210 - Tools And Parts Attendant	14.75
21410 - Warehouse Specialist	14.75
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.01
23021 - Aircraft Mechanic I	21.73
23022 - Aircraft Mechanic II	23.01
23023 - Aircraft Mechanic III	24.21
23040 - Aircraft Mechanic Helper	15.72
23050 - Aircraft, Painter	20.17
23060 - Aircraft Servicer	18.21
23080 - Aircraft Worker	19.52
23110 - Appliance Mechanic	16.21
23120 - Bicycle Repairer	10.52
23125 - Cable Splicer	23.39
23130 - Carpenter, Maintenance	15.24
23140 - Carpet Layer	16.36
23160 - Electrician, Maintenance	18.33
23181 - Electronics Technician Maintenance I	21.80
23182 - Electronics Technician Maintenance II	23.22
23183 - Electronics Technician Maintenance III	24.54
23260 - Fabric Worker	16.16
23290 - Fire Alarm System Mechanic	16.22
23310 - Fire Extinguisher Repairer	13.98
23311 - Fuel Distribution System Mechanic	24.22
23312 - Fuel Distribution System Operator	17.52
23370 - General Maintenance Worker	17.56
23380 - Ground Support Equipment Mechanic	21.73
23381 - Ground Support Equipment Servicer	18.21
23382 - Ground Support Equipment Worker	19.52
23391 - Gunsmith I	13.98
23392 - Gunsmith II	16.08
23393 - Gunsmith III	18.10
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.68
23411 - Heating, Ventilation And Air Contditioning	19.78

Mechanic (Research Facility)	
23430 - Heavy Equipment Mechanic	18.76
23440 - Heavy Equipment Operator	16.38
23460 - Instrument Mechanic	18.10
23465 - Laboratory/Shelter Mechanic	17.13
23470 - Laborer	12.74
23510 - Locksmith	17.13
23530 - Machinery Maintenance Mechanic	20.59
23550 - Machinist, Maintenance	22.13
23580 - Maintenance Trades Helper	11.77
23591 - Metrology Technician I	18.10
23592 - Metrology Technician II	19.17
23593 - Metrology Technician III	20.97
23640 - Millwright	21.07
23710 - Office Appliance Repairer	19.18
23760 - Painter, Maintenance	14.32
23790 - Pipefitter, Maintenance	17.53
23810 - Plumber, Maintenance	16.87
23820 - Pneudraulic Systems Mechanic	18.10
23850 - Rigger	18.10
23870 - Scale Mechanic	16.06
23890 - Sheet-Metal Worker, Maintenance	16.26
23910 - Small Engine Mechanic	14.78
23931 - Telecommunications Mechanic I	22.42
23932 - Telecommunications Mechanic II	23.74
23950 - Telephone Lineman	18.05
23960 - Welder, Combination, Maintenance	19.57
23965 - Well Driller	18.10
23970 - Woodcraft Worker	18.10
23980 - Woodworker	12.77
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.05
24580 - Child Care Center Clerk	13.81
24610 - Chore Aide	8.91
24620 - Family Readiness And Support Services Coordinator	14.86
24630 - Homemaker	16.03
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.24
25040 - Sewage Plant Operator	19.26
25070 - Stationary Engineer	21.24
25190 - Ventilation Equipment Tender	15.19
25210 - Water Treatment Plant Operator	19.26
27000 - Protective Service Occupations	
27004 - Alarm Monitor	13.36
27007 - Baggage Inspector	11.94
27008 - Corrections Officer	15.64
27010 - Court Security Officer	16.48
27030 - Detection Dog Handler	13.99
27040 - Detention Officer	15.64
27070 - Firefighter	16.19
27101 - Guard I	11.53
27102 - Guard II	13.99
27131 - Police Officer I	17.59
27132 - Police Officer II	19.54
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	8.97
28042 - Carnival Equipment Repairer	9.65
28043 - Carnival Equipment Worker	8.72
28210 - Gate Attendant/Gate Tender	14.00
28310 - Lifeguard	12.11

28350 - Park Attendant (Aide)	15.66
28510 - Recreation Aide/Health Facility Attendant	11.43
28515 - Recreation Specialist	16.86
28630 - Sports Official	12.47
28690 - Swimming Pool Operator	13.59
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	17.11
29020 - Hatch Tender	17.11
29030 - Line Handler	17.11
29041 - Stevedore I	15.97
29042 - Stevedore II	18.23
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	17.71
30022 - Archeological Technician II	19.82
30023 - Archeological Technician III	23.24
30030 - Cartographic Technician	23.24
30040 - Civil Engineering Technician	23.24
30061 - Drafter/CAD Operator I	17.71
30062 - Drafter/CAD Operator II	19.82
30063 - Drafter/CAD Operator III	22.09
30064 - Drafter/CAD Operator IV	25.73
30081 - Engineering Technician I	16.38
30082 - Engineering Technician II	18.44
30083 - Engineering Technician III	21.58
30084 - Engineering Technician IV	26.40
30085 - Engineering Technician V	32.31
30086 - Engineering Technician VI	39.07
30090 - Environmental Technician	21.49
30210 - Laboratory Technician	20.73
30240 - Mathematical Technician	23.24
30361 - Paralegal/Legal Assistant I	17.74
30362 - Paralegal/Legal Assistant II	21.98
30363 - Paralegal/Legal Assistant III	26.89
30364 - Paralegal/Legal Assistant IV	32.53
30390 - Photo-Optics Technician	23.24
30461 - Technical Writer I	21.45
30462 - Technical Writer II	25.39
30463 - Technical Writer III	29.19
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	22.09
Surface Programs	
30621 - Weather Observer, Senior (see 2)	23.24
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	8.39
31030 - Bus Driver	11.57
31043 - Driver Courier	13.66
31260 - Parking and Lot Attendant	8.72
31290 - Shuttle Bus Driver	15.03
31310 - Taxi Driver	10.05
31361 - Truckdriver, Light	15.03
31362 - Truckdriver, Medium	16.70
31363 - Truckdriver, Heavy	19.23
31364 - Truckdriver, Tractor-Trailer	19.23
99000 - Miscellaneous Occupations	

99030 - Cashier	8.51
99050 - Desk Clerk	9.64
99095 - Embalmer	26.17
99251 - Laboratory Animal Caretaker I	11.21
99252 - Laboratory Animal Caretaker II	12.31
99310 - Mortician	26.17
99410 - Pest Controller	13.93
99510 - Photofinishing Worker	13.01
99710 - Recycling Laborer	11.98
99711 - Recycling Specialist	14.25
99730 - Refuse Collector	10.83
99810 - Sales Clerk	11.26
99820 - School Crossing Guard	11.78
99830 - Survey Party Chief	19.39
99831 - Surveying Aide	12.85
99832 - Surveying Technician	17.62
99840 - Vending Machine Attendant	11.74
99841 - Vending Machine Repairer	14.56
99842 - Vending Machine Repairer Helper	11.74

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.59 per hour or \$143.60 per week or \$622.27 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage

determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made

the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.